



# ***Project Closeout Presentation***



# Outline



- **Red Zone Meeting**
- **Quality Control Inspections**
- **Closeout Submittals**
- **Operation and Maintenance Data**

# Red Zone Meeting



- **When It's Held**
  - Typically 75% to 80% to completion.
- **Who Attends**
  - Contractor, Corps, and Customer
- **Red Zone Meeting is**
  - To build a schedule of events necessary to achieve project completion and closeout .
  - To open lines of communication.
  - To achieve a Punch List Tracking System.

# Quality Control Inspections



- **Preliminary inspection**
  - Contractor conducts a preliminary walk-through to develop his own deficiency list
    - ~ Fixes the deficiencies
    - ~ Corps will help with preliminary inspection.
    - ~ Schedules a pre-final inspection with a Corps representative.



# Quality Control Inspections



- **Pre-final inspection**

- Contractor and Corps representatives attend
- Corps makes a punch list to prepare for final inspection and submits to the Prime Contractor with a due date.
- Need to have people ready to work.



★ **Attendance lists are required for all meetings and inspections**

# Quality Control Inspections



- **Final Inspection**

- Contractor, Corps, user, and customer attend
- Confirm completion of punch list
- All stakeholders develop Final Inspection Punch List, if one is needed.
- Facility is accepted by the Government +



# Closeout Submittals



- Closeout Procedures (Section 01770)
  - SD-10 Operation and Maintenance Data
  - SD-11 Closeout Submittals
- Closeout Submittals (Section 01780)
  - SD-02 Shop Drawings; As-Built Drawings
  - SD-03 Product Data; As-Built Record of Equipment and Materials, Warranty Mgmt Plan, Warranty Tags, Final Cleaning

# Closeout Submittals



- **As-built drawings**

- Updated throughout the life of contract
- Submission of editable CADD format As-Builts required as part of the contract





# Closeout Submittals



- **Warranty Management Plan**
  - Contain information relevant to the warranty of materials and equipment incorporated into the construction project.
  - Roles and Responsibilities of all personnel associated with the warranty process.
  - List for each warranted equipment, item, feature of construction or system.

# Closeout Submittals



- **Warranty Tags**

- Two record copies of the warranty tags showing the layout and design.
- Two copies of the listing of completed final clean-up items.
- Each warranted item shall be tagged.

# Closeout Submittals



- **Final Cleaning**

- The premises shall be left broom clean.
- Equipment and fixtures shall be cleaned to a sanitary condition.
- Debris shall be removed roofs, drainage systems, gutters, downspouts.
- Site shall have waste, surplus materials and rubbish removed.

# Contract Components



- **Operation and Maintenance Data  
(Section 01781)**

- Submission of O&M Data.
- Types of Information Required in O&M Packages; Operating Instructions, Preventive & Corrective Maintenance, Parts ID.



# Operation and Maintenance Data



- Specific to contract
- Compilation of all submittals for equipment, products, and systems
- Types of information include:
  - Operating instructions
  - Safety precautions
  - Preventive maintenance
  - Troubleshooting guides
  - Spare parts and supply lists
  - Warranty information



# Operation and Maintenance Training



- Contractor submits training plan for approval by KO
- Training provided by qualified instructor
- Given to personnel responsible for O&M systems
- Training manuals are provided



**Attendance lists are required for all training**

# Discussion

